

2015 INNOVATION FUND PLANNING GRANT RUBRIC

General Information	
Applicant Name:	Reviewer Name:
Priority Area(s):	Date Reviewed:
Total Points Received	

Category	Total Points Possible	Points Received
1. Program Overview	25	
2. Need for the program	5	
3. Capacity to Plan	20	
4. Proposed Plan	30	
5. Budget	20	
Total Points	100	

Program Overview Applicant includes a comprehensive description of the proposed Innovation Fund intended program.		Score 25 points possible
20 21 22 23 24 25 (Excellent)	The program overview includes and effectively describes all of the following components: <ul style="list-style-type: none"> A comprehensive overview of the anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, Strong alignment with one or more of the Innovation Fund priority areas, A description of the types of potential partners that will or could assist in planning and, eventually, implementing the program, and Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
14 15 16 17 18 19 (Good)	The program overview includes and effectively describes most (may be missing one) of the following components: <ul style="list-style-type: none"> An overview of the anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, Alignment with one or more of the Innovation Fund priority areas, A description of the types of potential partners that could or will assist in planning and, eventually, implementing the program, and Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
8 9 10 11 12 13 (Average)	The program overview includes and describes some (may be missing more than two) of the following components: <ul style="list-style-type: none"> An overview of the anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, Basic alignment with one or more of the Innovation Fund priority areas, A list of potential partners that could or will assist in planning the program, and Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 6 7 (Poor)	The program overview vaguely describes or is missing the majority of the following components: <ul style="list-style-type: none"> An overview of the anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, Loose alignment with one or more of the Innovation Fund priority areas, A list of potential partners that will assist in planning the program, and Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Need For Program: Applicant describes the need to plan the program and provides the data used to determine this need.		Score 5 points possible
4 5 (Excellent)	<ul style="list-style-type: none"> Applicant thoroughly explains how planning and, eventually, implementing the intended program will benefit students, teachers, or educational leaders. Applicant thoroughly describes the data used to determine this need. There is a strong link between the data and the need. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 (Good)	<ul style="list-style-type: none"> Applicant explains how planning and, eventually, implementing, this program will benefit students, teachers, or educational leaders. Applicant describes the data used to determine this need. There is a link between the data and the need. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
2 (Average)	<ul style="list-style-type: none"> Applicant vaguely explains how planning and, eventually, implementing this program will benefit students, teachers, or educational leaders. Applicant imprecisely describes the data used to determine this need. There is a weak link between the data and the need. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 (Poor)	<ul style="list-style-type: none"> Applicant does not explain how planning and, eventually, implementing the intended program will benefit students, teachers, or educational leaders. Applicant does not describe the data used to determine the need, or there is a nonexistent link between the data and the need. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Capacity to Plan Applicant provides a thorough description of their capacity to plan the intended program, including who will lead/facilitate the planning process and why there were chosen as the grant lead.		Score 30 points possible
24 25 26 27 28 29 30 (Excellent)	<ul style="list-style-type: none"> Applicant provides demonstrable evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are highly qualified to lead the planning process. The applicant demonstrates a thorough understanding of any other stakeholders (both within and outside of their organization) that will support them in the planning process. Attached resumes of key personnel and letters of commitment strongly support the applicant's answer. 	
17 18 19 20 21 22 23 (Good)	<ul style="list-style-type: none"> Applicant provides evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are qualified to lead the planning process. Applicant demonstrates an understanding of other stakeholders (both within and outside of their organization) that will support them in the planning process. Attached resumes of key personnel and letters of commitment support the applicant's answers. 	
9 10 11 12 13 14 15 16 (Average)	<ul style="list-style-type: none"> Applicant provides some evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are somewhat qualified to lead the planning process. Applicant demonstrates a basic understanding of other stakeholders (both within and outside of their organization) that will support them in the planning process. Attached resumes of key personnel and letters of commitment loosely indicate that the grant lead(s) and stakeholders have the capacity and commitment to plan the intended program. 	
1 2 3 4 5 6 7 8 (Poor)	<ul style="list-style-type: none"> Applicant provides minimal evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are not qualified to lead the planning process. Applicant demonstrates a vague understanding of other stakeholders (both within and outside of their organization) that will support them in the planning process. Attached resumes of key personnel and letters of commitment do not indicate that the grant lead(s) and stakeholders have the capacity and commitment to plan the intended program. 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Proposed Plan Applicant provides a plan that outlines intentional and feasible steps that will lead to the eventual implementation of a program that generates positive student, teacher, or leader outcomes. This section includes a narrative describing the action steps the applicant will take during the planning process and the rationale for each step.		Score 20 points possible
16 17 18 19 20 (Excellent)	<ul style="list-style-type: none"> Applicant describes all program activities and deliverables over the grant period and how these steps will lead to a successful planning process and eventual implementation of the program. Applicant thoroughly describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant thoroughly and clearly describes the person(s) responsible for taking these action steps, the timeline for completing these action steps, and the intended outcome from these action steps. 	
11 12 13 14 15 (Good)	<ul style="list-style-type: none"> Applicant describes all program activities and deliverables over the grant period and mentions how these steps will lead to a successful planning process and eventual implementation of the program. Applicant describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant clearly describes the person(s) responsible for taking these action steps, the timeline for completing these action steps, and the intended outcome from these action steps. 	
6 7 8 9 10 (Average)	<ul style="list-style-type: none"> Applicant vaguely describes all program activities and deliverables over the grant period and how these steps will lead to a successful planning process and eventual implementation of the program. Applicant vaguely describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant describes the person(s) responsible for taking these action steps and the timeline for completing these action steps. 	
1 2 3 4 5 (Poor)	<ul style="list-style-type: none"> Applicant does not or minimally describes the program activities and deliverables over the grant period, or the listed activities and deliverables will not lead to a successful planning process or the eventual implementation of the program. Applicant does not or minimally describes the goals of the planning process, the action step(s) the applicant will take to reach this goal, and the intended outcome of each action step. The applicant does not or minimally describes the person(s) responsible for taking these action steps and the timeline for completing these action steps. 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Budget Applicant provides a detailed budget and budget narrative with reasonable, allowable, and allocable expenses.		Score 20 points possible
16 17 18 19 20 (Excellent)	<ul style="list-style-type: none"> Line items are all specific, reasonable, and quantifiable. Items are directly related to the proposed Innovation Fund project (allocable) as identified within the grant narrative. Items link to the priorities of the proposed Innovation Fund project and appear in other sections of the application. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
11 12 13 14 15 (Good)	<ul style="list-style-type: none"> Line items are mostly specific, reasonable, and quantifiable. There are a few (1-2) items that may be misaligned. Most items are directly related to the proposed Innovation Fund project as identified within the grant narrative. Most items included link to the priorities of the proposed Innovation Fund project and appear in other sections of the application. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 9 10 (Average)	<ul style="list-style-type: none"> Line items are mostly specific, reasonable, or quantifiable. There are a few (3-4) items that may be misaligned. Items are mostly related to the proposed Innovation Fund project as identified within the grant narrative. Items included vaguely link to the priorities of the proposed Innovation Fund project and appear occasionally in other sections of the application. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 (Poor)	<ul style="list-style-type: none"> Line items are not specific, reasonable, or quantifiable. Items are not related to the proposed Innovation Fund project as identified within the grant narrative. Items included do not link to the priorities of the proposed Innovation Fund project and do not appear in other sections of the application. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		